

GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE  
District e- Governance Society  
Dist: KALIMPONG

**NOTICE**

No: 01-DeGS

Dated: 11.07.2019

The District e-Governance Society (DeGS) KALIMPONG, is inviting for engagement of a District Programme Manager (DPM) on contract basis under DeGS, Kalimpong.

**Name of the Post:** District Programme Manager (DPM).

- 1) Applications to be submitted by 23.07.2019.
- 2) Interested candidates fulfilling all the eligibility criteria can apply as per the Application Format, downloaded from the official website of District Kalimpong [www.kalimpongdistrict.in](http://www.kalimpongdistrict.in) (under Advertisement / Notice section) and should be addressed to the Chairman, District e- Governance Society, Kalimpong, Address: Office of the District Magistrate and Collector Kalimpong DEGS Kalimpong, PIN- 734301, West Bengal.

**3) (a) Essential Qualifications:**

The essential qualification for the candidate is as follows:

- a. Must be 24 – 35 years old as on 01st July, 2019.
- b. BCA / BIT / BE / B.Tech / MCA or must be a graduate (any discipline) with 1 year computer diploma. Graduates from non computer science background should have atleast 2 years of work experience in IT/e-governance projects.
- c. Knowledge of English and a local language of the State for which the candidate has applied for and should be able to communicate in English and local language.
- d. Minimum of 2 (two) years of relevant work experience preferably in IT/e-Governance/IT related project co-ordination and program management in related fields.
- e. Preferably the resident of Kalimpong District.

**(b) Desired skills:**

- i) Prior project management experience.
- ii) Experience in the domain of IT project, it infrastructure deployment/ software development, hardware, networking, security management in it projects.
- iii) Good people management and communication skills.
- iv) Result oriented and self – motivated for working in rural areas and cross reporting structure.
- v) Experience of e-governance related projects of organization/ departments/ NGO/ non- profit organization.
- vi) Willingness to travel across the district at the Gram Panchayat Level.

**4) Documents to be submitted in additional to field application form:-**

- i) One copy of recent colored photo is to be pasted in the application form. Signing across the pasted photograph is mandatory.
  - ii) Certificate of Identity with proof of residence. (With photo Id Proof, i.e. EPIC card/ Aadhaar card/ Passport/ driving license/ any other government identity card)
  - iii) Education Qualification related.
  - iv) Proof of Age (Madhyamik admit card/ birth certificate).
  - v) Experience certificates or relevant document.
- 5) The applicant shall have to produce all original certificates of Identity, educational qualification, age, experience etc. for verification as & when asked for, by the selection committee.
- 6) Admit cards will be sent through e-mail only.

**7) Mode of Submission of application forms.**

Application may be sent by Speed Post/ Registered Post. Applications by hand may be submitted in the Drop Box kept in the 'General Section' of the DM Office, Kalimpong, on all the working days upto 4.00 pm. Candidates may also submit their application through email. They have to scan the completely filled up application form along with all relevant documents in a single PDF file and sent it to [ocitkpg@gmail.com](mailto:ocitkpg@gmail.com)

**8)** Timely receipt of application shall be the sole responsibility of the applicant. Late receipt due to postal delay or delivery of torn/ damaged application shall not entertain.

**9) Important dates.**

i) Last date of receiving application from the candidates **23.07.2019** upto **4.00 pm**.

ii) Tentative date of interview is **29/07/2019 from 11.00 am**, however the date will be confirmed in admit card through email. The final date along with list of candidates shortlisted for interview will also be displayed in Kalimpong district website ([www.kalimpongdistrict.in](http://www.kalimpongdistrict.in)) in 'Notice' / 'Advertisement' section.

iii) Admit cards will be communicated only through e-mail to the candidates.

**10)** Engagement will be made under project mode and on purely contractual basis and service will be automatically stand terminated with the termination of the project, Consolidated remuneration of the post is Rs. 23,500/- (Rupees twenty three thousand and five hundred) only per month through DeGS.

**11)** If any declaration made or information furnished by the incumbent proves to be false or he/she is found to have suppressed any material information, then the incumbent shall be terminated forthwith along with requisite legal action.

**12)** No modification is allowed after submission of the application form. If any discrepancies are found between the information provided in the application form and information from the photocopies/ original copies of the certificate/ data furnished at the time of interview, his/her candidature will be rejected.

**13)** DeGS, Kalimpong has the sole right of rejecting any or all the applications.

Place: Kalimpong

Date: 11.07.2019

Sd/-  
**Member Secretary**  
**District e- Governance Society [DeGS]**  
**Kalimpong**

Memo No: 02/DeGS/IT & e-Gov

Date: 11.07.2019

Copy forwarded for information with a request for wide publicity of the notice to:-

1. The Additional District Magistrate (Dev), Kalimpong
2. The Sub- Divisional officer, Kalimpong
3. The DIO NIC, Kalimpong with request to take necessary arrangement.
4. The Block Development Officer, Kalimpong
5. The Office Notice Board.

Sd/-  
**Member Secretary**  
**District e- Governance Society (DeGS)**  
**Kalimpong**

**APPLICATION FORMAT**

For the post of District Programme Manager (DPM) (Contractual)  
Under District e-Governance Society, Kalimpong  
**(USE BLACK / BLUE BALL POINT PEN FOR FILLING UP THE APPLICATION)**

To,  
The District Magistrate,  
& Chairman, DeGS, Kalimpong,  
Office of the District magistrate,  
Kalimpong -734301

*Affix recent  
Passport size color  
Photograph and sign  
Across it*

**FOR OFFICE USE ONLY**

Roll No: \_\_\_\_\_

**Sub Application for the post of** : \_\_\_\_\_

1. Name in Full (In Block Letters) : \_\_\_\_\_

2. Name of the Father / Husband (In Block Letters) : \_\_\_\_\_

3. Name of Mother (In Block Letters) : \_\_\_\_\_

4. Date of Birth : D D M M Y Y Y Y

--	--	--	--	--	--	--	--

Age as on 01.12.2015 : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

5. Sex ( Please tick the suitable) : \_\_\_\_\_ Male / \_\_\_\_\_ Female

6. Nationality : \_\_\_\_\_

7. Proof of Identity ( Please tick the Document & attach self attested copy of that) : Passport/ Voter ID Card/ Driving License/ PAN Card/ ID card Issued by any Govt. Organization/ AADHAR card

9. Languages Spoken : \_\_\_\_\_Bengali \_\_\_\_\_English \_\_\_\_\_Nepali

10. Permanent address : \_\_\_\_\_

P.S. \_\_\_\_\_

District \_\_\_\_\_

State \_\_\_\_\_

PIN \_\_\_\_\_

11. Present postal address : \_\_\_\_\_

P.S. \_\_\_\_\_

District \_\_\_\_\_

State \_\_\_\_\_

PIN \_\_\_\_\_

12. Mobile No. : \_\_\_\_\_

13. Valid e-mail ID (Mandatory) : \_\_\_\_\_

14. Whether physical Handicapped : \_\_\_\_ Yes / \_\_\_\_ No  
(If Yes, Please attach certificate)

15. Educational Qualification (Self attested Copies must be enclosed) :

Sl. No.	Examination passed	Year of Passing	Board /Council/Institution/University	Total Marks Obtained	%of marks obtained

16. Computer Qualification (Self attested Copies must be enclosed):

Sl. No.	Examination passed	Year of Passing	Board /Council/Institution/University	Total Marks Obtained	%of marks obtained

17. Details of Experience  
(Self attested Copies must be enclosed) : \_\_\_\_\_

**Declaration:**

(a) I do declare that all the statement made on this application are true, complete and correct to the best of my knowledge and belief, In the event of being the above information found false / incorrect at any stage, my candidature is liable to be cancelled forthwith.

(b) I am fully aware that the engagement is purely Contractual and Temporary and I shall not claim for permanent engagement by virtue of this in future.

Place:

Date:

Full Signature of the Applicant